

**Administration Committee – Budget Hearings
October 11, 2016
Minutes**

Committee members present: Chairman David Hintz, Ted Cushing, Bill Fried, Robb Jensen and Bob Mott.

Others present: Brian Desmond (Corporation Counsel); Tamara Feest and Lynn Probst (Human Service Center); Sue Otis, Bria Swartout, Maureen Sorensen (Humane Society); Luann Brunette (Buildings & Grounds); Lynn Feldman (UWEX); Brenda Behrle (Clerk of Courts); John Bilogan (Forestry); Mary Bartelt (County Clerk); Tammy Walters (Veterans Service); Bruce Stefonek, Jeri Cooper and Lisa Jolin (Highway/Solid Waste); Larry Mathein (Medical Examiner); Supervisors Jack Sorensen, Alan VanRaalte; Margie Sorenson and Darcy Smith (Finance); and Kerri Ison (recording secretary).

Call to Order: Chairman David Hintz called the meeting to order at 8:30 a.m. in the County Board Room, second floor of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting law and the facility is handicap accessible.

Hintz and Mott will be excused at approximately 3 p.m. to attend a session with the Governor in Committee Room #2.

Approve agenda: Cushing/Jensen to approve today's agenda with the order of items at the discretion of the Chair. All ayes; motion carried.

Corporation Counsel: Desmond noted funds were transferred from the Clerk of Courts budget to his Law Library budget for online Westlaw contract. He also noted some book subscriptions expenses have been eliminated. Motion by Jensen/Cushing to approve the Corporation Counsel budget and forward to County Board for consideration. All ayes; motion carried.

Other budgets:

- Independent audit: Sorenson noted a budget increase as the actuarial study is due in 2017 (completed every two years). Discussion followed. Motion by Jensen/Hintz to approve the independent audit budget and forward to County Board for consideration. Discussion followed regarding rebidding process. All ayes; motion carried.

Human Service Center: Feest provided an overview of Human Service Center services for mental issues, developmental disabilities and addictions. Staff was directed staff to submit a zero increase budget, however the numbers came in at an increase of \$244,418. The Board has decided to move forward with zero increase and do the best they can. It is projected to switch over to Family Care in the third quarter of 2017, estimated expenses for the entire year and revenue for 10 months. There are currently seven clients on a waiting list and would like to get them off the list prior to implementation to Family Care. Lengthy discussion followed regarding county contributions, services study, services provided, funding streams, emergency crisis program, opiate epidemic and struggles with the implementation of Family Care. Motion by Cushing/Mott to approve the Human Service Center budget as presented and forward to County Board for consideration. Discussion followed. All ayes; motion carried.

Humane Society: Otis provided budget overview handouts noting an increase of \$1,000 based on calculation of animal control services per capita for the County and the City. Discussion followed regarding the calculation, license fees and cost per intake. It was noted the Petco grant will be used for capital improvements. Motion by Cushing/Hintz to approve the Humane Society budget as presented and forward to County Board for consideration. Lengthy discussion followed regarding the animal control services, reallocation of funds, future funding, split with the City. All ayes; motion carried.

Buildings and Grounds: Sorenson noted the CIP Committee recommended two departmental counter renovations be funded by Courthouse Security fund balance.

UWEX relocation request: Brunette and Feldman worked together regarding the potential UWEX relocation as directed by the Administration Committee. Feldman noted there have been documented air quality concerns dating back to 1989, but more frequently since 2013. An air quality study was done during the winter 2014, with findings to be at safe level. Since that time, some staff members have experienced a wide range of physical reactions with one employee transferring to another department and one employee with a documented legal physical disability to such conditions. Feldman applauded the efforts made to rectify the situation; however, changes made by the Airport and Buildings and Grounds have not solved the issue. The state has agreed to pay for a walk through engineering examination. Since that has not happened to date, the oversight committee made a decision to request relocation of the department. UWEX staff has indicated they will continue to work from home or close the office when necessary, with the County's approval. Feldman understands and appreciates the fiscal impact of relocation and reorganization but something needs to be done. She has been directed by the CUW Committee to come to the Administration Committee requesting \$145,000 to relocate the department.

Brunette noted that four different potential office sites were visited. She provided the anticipated cost to relocate, cost of a one-year lease and recurring expenses. Mott discussed reasons for the request to relocate and his concern regarding cost but believes something needs to be done to rectify the air quality issues. Jensen questioned what is the county/state responsibility to make reasonable accommodations for a disability, what does UWEX recommend for square footage for an office and are there Courthouse conference rooms available for staff use? Brunette noted the current lease with the Airport is for 3,700 square feet; but staff is looking at 2,000-3,000 square feet depending on configuration and market availability.

Jensen noted that if the department continues to operate as is until June 2017, it means the office may be closed at times. He felt that space should be looked at once restructuring data is available in February/March 2017.

Fried voiced his frustration with continual roadblocks in correcting the issue and is unsure of UWEX's viability. He is against moving people to different corners of the County as it will impact services. Perhaps a commitment should be made to the Airport to make the office space desirable and reallocate \$100,000 from the former budget to make it happen. Mott noted the facility and UWEX positions are separate issues. Staff does the best they can in the facility provided. Lengthy discussion continued.

Motion by Cushing/Jensen to deny the \$97,000-\$144,000 request and that UWEX staff continue with the situation until the reorganization is done. Lengthy discussion followed regarding direction for staff. All ayes; motion carried.

Buildings and Grounds: Brunette noted a reduction in expenses of \$18,000. Prisoner related expenses were increased and prisoner revenue will be allocated to the Buildings and Grounds budget for these related expenses. Brunette noted estimates were made using data from the last time state prisoners were housed in Oneida County. Motion by Cushing/Hintz to approve the Buildings and Grounds budget and forward to County Board for consideration. Fried discussed an intergovernmental agreement with the City on some issues. Sorenson noted the wage increases are due to step placement. Discussion held regarding heating at the Health and Aging building. All ayes; motion carried.

Clerk of Courts: Brenda Behrle provided handouts regarding changes in revenue over the past 20 years, noting jury fees are over budget. Budgeted revenues are down and wages have increased. Discussion followed regarding bond defaults. Behrle noted there is no guarantee on collecting bond defaults or jail assessment fees. Motion by Hintz/Cushing to accept the budget with an increase in bond defaults of \$10,000. All ayes; motion carried.

Forestry: Bilogan provided stumpage history averages/projections. Discussion followed. Mott noted Forestry does more just than timber harvests; the department is also in charge of parks and recreation, certifications, trails, etc. He noted it is a pleasure working with Bilogan who is always open to suggestions. Bilogan noted the funds for printing and duplication have been reallocated to mapping due to an increased demand. Discussion followed regarding severance payments to towns and town roads. The Forestry budget includes \$20,000 per year allocated to the Parks budget and the Forestry budget for equipment purchases or capital projects. Motion by Jensen/Mott to approve the Forestry budget as presented and forward to County Board for consideration. All ayes; motion carried.

County Clerk: Sorenson noted \$50,000 should be allocated annually for elections with end of year balances to carry forward to a presidential election year. The 2017 allocation is currently \$44,000. Motion by Jensen/Cushing to increase the election budget by \$5,834. All ayes; motion carried. Motion by Cushing/Hintz to approve the County Clerk's budget as amended and forward to County Board for consideration. All ayes; motion carried.

General Insurance: It was noted the fund balance for risk management is to be used for safety. Public Works has an account for this as well. Discussion followed regarding implementation of a comprehensive safety plan.

Discussion was held regarding the insurance budget. Worker's compensation is charged back to the departments. Mott would like a copy of the insurance company walk through results regarding safety. Discussion followed regarding limited endorsement on foreclosure properties. Bartelt reminded the Committee that the County switched insurance carriers last year. Motion by Jensen/Hintz to approve the insurance and risk management budgets and forward to County Board for consideration. All ayes; motion carried.

Recessed at 11:56 a.m. Reconvened at 1:30 p.m.

Veterans Service Office: Walters discussed the donation line item (continuing appropriation account) which is used to help veterans in an emergency or for a special need. Walters noted the department must now apply specifically for their annual state grant. VanRaalte noted, as of 2016, only \$5,000 of grant can be used for the CVSO salary and will continue to decrease to zero by 2018. Walters noted non-personnel items did not increase. Motion by Cushing/Mott to

approve the Veteran's Service Office budget and forward to County Board for consideration. All ayes; motion carried.

Other budgets:

- Cost allocation plan is an indirect cost study. Currently Jeff Cohen does the study but he is going to retire. Sorenson recommended this budget increase by \$4,000. Motion by Cushing/Hintz to increase the budget by \$4,000, bringing the total to \$5,700. Discussion followed regarding doing an RFP and contracting for services. Ayes-four; nay-one. Motion by Jensen to approve the cost allocation plan budget as amended and forward to County Board for approval. All ayes; motion carried.
- Discussion held regarding the central purchasing, sundry general government (PTO payouts). Motion by Cushing/Jensen to approve the central purchasing and sundry general government budgets as presented and forward to County Board for consideration. All ayes; motion carried.
- Discussion was held regarding Regional Reference Library and North Central Regional Planning. Motion by Jensen/Cushing to approve the Regional Reference Library budget and North Central Regional Planning budget and forward to County Board for approval. All ayes; motion carried.
- Sorenson reviewed the reserve for contingency line items in detail. Motion by Cushing/Mott to approve the reserve for contingency budget and forward to County Board for consideration. All ayes; motion carried.

Highway: Sorenson noted the tax levy has not changed from 2015 and all fund balances carry forward per County Code. Stefonek noted the department has been doing more state work, but will not be able to fulfill the state RMA contract this year due to personnel shortage. He expects the same allocation of state work in 2017 but should be able to complete the contract due to the hiring of two additional employees, bringing the department to full staff. Stefonek noted the chip sealer is owned by Oneida County but used in a tri-county (Lincoln/Price) equipment pool. Chip sealing increases the longevity of road life by about 6-8 years. Stefonek expects to use \$200,000 per summer on maintenance. Sorenson reminded the committee that \$200,000 of tax levy and \$250,000 from general fund was put into the Highway budget in 2016. This will not be able to continue with the implementation of Family Care. Discussion followed regarding borrowing for road construction. Motion by Jensen/Cushing to approve the Highway budget as presented and forward to County Board for consideration. Discussion followed regarding chip sealing, staffing levels, quality of work, CHIP program designation, safety program (regulations, attire, handbook, trainings, procedures), plans to address health/safety concerns at the Highway facility, and structural engineering RFP. Aye-four; absent-one. (Hintz excused prior to vote at 2:45 p.m.)

Mott excused at 2:53 p.m.

Solid Waste: Discussion was held regarding continuing appropriation accounts and history of budget. Sorenson expects a negative fund balance at the end of 2016. Discussion followed regarding the issues that lent to the shortfall including recycling market, additional position, marketing, etc. Sand Creek consultants assist with grant writing, monitoring of old cells and DNR permitting process assistance. Discussion continued. Motion by Jensen/Fried to approve the Solid Waste budget as presented and forward to County Board for review and approval. All ayes; motion carried.

Break 3:15 p.m.. Reconvened at 3:25 p.m..

Medical Examiner: Mathein noted 2016 request is reduced due to autopsy; funds reallocated to continuing appropriation for vehicle purchase. He noted the current term for the Vilas County Coroner expires at end of 2018 and they may be looking at a contract for services from Oneida County. Motion by Cushing/Fried to approve the Medical Examiner's budget and forward to County Board for consideration. Discussion followed on service contract with Forest County and charges for mileage, indirect costs and depreciation of vehicle.

Mathein discussed a change in services. He noted that counties used to pay a portion expenses (burial/cremation) for indigent clients or those on certain state programs; however the state took that over some time ago. Now, the State has cut back on what they will pay towards those expenses. In Act 55 it states that Medical Examiners (MEs) cannot charge fees (typically \$125 each) for those cases that qualify for those state aids. MEs still have to do the same amount of work on those cases without reimbursement from the funeral homes. Mathein is not sure how this will affect the budget as the funeral homes have continued to pay. He has been working with Corporation Counsel regarding the issue. The state has also restricted MEs from raising rates, retroactive to back to April 1st; and new fees cannot be enacted for these cases. Also, any increase in fees is based on a percentage of CPI. Discussion followed. All ayes; motion carried.

Libraries: Motion by Jensen/Fried to approve the Library Board budget as presented and forward to the full County Board for review and approval. All ayes; motion carried.

Other budgets:

Cost allocation vacancy/reduction: Sorenson noted that Department Heads are requesting vacancy waivers instead of a review period to fill positions, as written in the County Code. She stated that based on the first two quarters, this budget may not be met. In the future this budget may need to be reduced. Discussion followed.

Motion by Cushing/Fried to adjourn at 3:48 p.m.

Respectfully submitted,

Kerri Ison

Kerri Ison, Recording Secretary

David Hintz, Chair